

**INVITATION TO BID (IB)**

The Department of Tourism - Bids and Awards Committee (DOT-BAC), invites PhilGEPS registered suppliers/contractors to bid for the hereunder project:

Name of Project: **Procurement of Janitorial Services for the Department of Tourism**
Brief description of the Project: Provision of Janitorial Services from reputable service providers/contractors to maintain cleanliness and neatness of the Department of Tourism Building.
Approved Budget for the Contract: Six Million Eight Hundred Sixty-Eight Thousand Two Hundred Fifty-Three and 28/100 Philippine Pesos (PhP6,868,253.28)
Contract Duration: Please see attached Terms of Reference

Prospective bidders should have experience in undertaking a similar project within the last five (5) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Issuance and availability of Bidding Documents	February 7 to 26, 2018 (8:00 a.m. to 5:00 p.m.) February 27, 2018 (until 9:00 a.m. only) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
2. Pre-bid Conference	February 15, 2018 (10:30 a.m.) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
3. Request for Clarification	February 19, 2018
4. Supplemental / Bid Bulletin	February 20, 2018
5. Submission and Receipt of Bids	on or before February 27, 2018 until 9:00 a.m. only 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
6. Opening of Bids and Eligibility Check	February 27, 2018 (10:30 a.m.) 3 rd Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City

Bid Documents may be obtained at the DOT-BAC Secretariat c/o Mr. Florencio S. Capati, Jr., at 4th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 459-5200 to 30 loc. 418) upon payment of non-refundable fee of Ten Thousand Philippine Pesos (PhP10,000.00), to the DOT Cashier, Ground Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City. Bids shall be submitted in sealed envelopes labeled Technical Envelope and Financial Envelope addressed to the undersigned.

The DOT reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:

USEC. KATHERINE S. DE CASTRO
DOT-BAC Chairperson

Date of Postings:

Phil-GEPS website: February 7 to 14, 2018

DOT website: February 7 to 14, 2018

DOT Bulletin Board: February 7 to 14, 2018